



## **St. Paul's College**

# Board of Management Policy on *Learning Support*

Document Ownership: Board of Management  
Date of Board Approval: 14/12/2011  
Next Scheduled Review: May 2012

## **Introduction**

St. Paul's College is a voluntary secondary school under the trusteeship of the Vincentian fathers. "The Board of Management of St. Paul's College welcomes all applicants including those with special educational needs" (Admissions Policy).

The College will use the resources provided by the Department of Education and Skills to make reasonable provision and accommodation for students with special educational needs.

## **Assessment**

All incoming students to first year sit assessment tests in the Spring of the year that are in 6<sup>th</sup> class. The tests help to identify any students encountering learning difficulties. The College will subsequently make contact with the families and Primary schools of such students. It is important that the Primary school and family share all relevant information with the College as soon as contact is made by the College.

The College will seek access to the student's records in the Primary school and his Individual Education Plan, if one has been prepared. In addition, if a psychological report is available, a copy must be given to the College.

Upon receipt of the relevant information an application for Learning Support hours will be made to the National Council for Special Education (NCSE). Subsequently, pupils who meet specified criteria are granted resource hours according to their needs. These pupils will receive extra support and will be withdrawn from some mainstream classes to enable them avail of the learning support. Parents/Guardians of students who are offered Learning Support must complete the appropriate form (Page 5 of policy).

Note: It may take some time for the Department of Education and Skills to process such applications.

## **Placing of Pupils**

Students are subsequently allocated to mainstream mixed ability classes. At the beginning of second year students are banded separately for Irish, English and Mathematics. The students remain in their mixed ability classes for all other subjects.

## **Learning Support and Resource Department**

The Resource teacher is the Learning Support Co-Ordinator. The College will allocate a teacher to an individual student or a small group of students as soon as the Department of Education and Skills has allocated the support hours to the College. The Resource teacher will advise the Learning Support teachers as to the most appropriate help for the student(s) for whom they are providing Learning Support. The Resource teacher will meet with the Learning Support teachers at least once a term to monitor the student's progress. Each Learning Support teacher will keep a record of the material that they have covered with the student(s). The Learning Support teacher(s) will provide a number of reports during the year for parents usually at the same time as formal reports from the College are issued. The Resource teacher is responsible for assembling these reports. At the end of each academic year the Learning Support teacher will hand over the records to the Resource teacher who will store them securely. The Learning Support and Resource Department will liaise with the parents to brief them on their son's progress.

## **Special Arrangement when sitting State Exams**

The State Examinations Commission may grant special arrangements to students with learning difficulties. Each application is assessed on an individual basis. The Learning Support Co-ordinator is responsible for the submission of these applications to the Department. An up to date psycho-educational assessment is not necessary, though if one exists it can be forwarded with the application.

## **The options of provision granted by State Examinations Commission are:**

1. To have question papers read to the candidate.
2. Candidates may be permitted to record their answers on tape recorder or word processor.
3. Candidates qualify for exemption from spellings and grammatical components in language subjects.

If a student avails of one of the afore-mentioned provisions in the course of a language subject, then this will be indicated on the examination certificate. An asterisk will appear next to the subject and a supplementary report will accompany this.

Our positive commitment to facilitating an effective learning support system will provide an environment, which will promote, enhance and further develop the acquired skills of the pupils with learning difficulties.

This policy will be reviewed before the end of May each year.

## Learning Support

Please enter your son's name and class in either Section **A or B** and then sign the form at Section **C**

### Section A

I give permission for my son \_\_\_\_\_ Class:  
\_\_\_\_\_

to attend the Learning Support classes being offered to him.

I understand that he will be withdrawn from mainstream classes to avail of the Learning Support.

or

### Section B

I do not wish my son \_\_\_\_\_ Class:  
\_\_\_\_\_

to attend the Learning Support classes being offered to him.

### Section C

Parent/Guardian : \_\_\_\_\_ Date :  
\_\_\_\_\_

Parent/Guardian : \_\_\_\_\_ Date :  
\_\_\_\_\_